

FELSTED PARISH COUNCIL

Minutes of the 1130th meeting held on 5th February 2025 at 6:30 pm in the URC Hall

Present: Councillors Graham Harvey (Chairman), Alec Fox, Richard Freeman, Hywel Jones (entered during item 25/32.1), Frances Marshall, John Moore, Madelaine O'Neill, Clive Perrins and Roy Ramm along with 7 members of the public. Also present was District Councillor John Evans. In attendance: Heather Read (Clerk) and Daniel Plunkett (Responsible Finance Officer - RFO).

25/23 **Apologies for Absence**

Apologies had been received from Councillors Andrew Parker, Richard Silcock (Parish/District), Youth Representative Molly Bennett, County Councillor Martin Foley and Assistant Clerk Clare Schorah.

25/24 **Declarations of Interest**

None received.

25/25 **Public Forum**

25.1 Bus Shelter Opposite Abbeyfields – The PC were advised that the bus shelter currently contains broken glass and leaves. They noted that the Village Attendant sweeps all bus shelters out on a weekly basis. He will be asked to carry out an additional sweep as soon as possible.

25.2 Parking Restrictions Braintree Road – The PC noted that the parking restriction sign near Rumblebees has been changed from Monday – Friday to Monday – Saturday. The PC were advised that the Assist Clerk has investigated obtaining confirmation from the North East Essex Parking Partnership that the amended sign is legitimate albeit unprofessional in appearance. It was noted that the Assist Clerk is investigating the best way to get the parking restrictions in that area changed to better reflect the timings of the school day.

25.3 20's Plenty – The PC noted that an application for a "20's Plenty" advisory speed limit in Watch House Green by the primary school has progressed on ECC's Highways list of applications. It was also noted that a further application has been made for Braintree Road by the prep school. The Assist. Clerk has confirmed that this application also extends into Chelmsford Road.

25.4 Telephone / Book Box – The PC were advised that the book box at Chaffix no longer appears to be used. The Clerk will investigate.

25.5 Speeding on Station Road – The PC noted that this is an ongoing issue. It will be discussed by the PC's Highways Committee.

25/26 **Minutes of Meeting 1129 held on 8 January 2025**

These Minutes were approved and were signed by the Chairman.

25/27 **Minutes of the Planning Committee meeting held on 21 January 2025**

These Minutes were noted and would be formally approved at the next meeting of the committee.

25/28 **Matters Arising from the 8 January Council Meeting**

28.1 Meeting with Local Parish Councils (Item 25/21.1) – The PC noted that representatives from Little Dunmow, Flitch Green, Rayne and Stebbing Parish Councils have been invited to a round table meeting on Tuesday 11th March 25.

28.2 URC Burial Ground (Item 25/21.2)

i) Transfer of Ownership – The PC were advised that the URC have indicated that this may take up to 12 months.

ii) Insurance – The PC's insurers have confirmed that the PC's public liability cover automatically covers land for which the PC are responsible providing that appropriate risk management is implemented.

25/29 **County Councillor Report**

Members noted the report from County Councillor Martin Foley which contained information on the Governments White Paper on English Devolution and also an update on ECC's Local Highways Plan. Several schemes for Felsted have made progress on ECC Highways list of applications. Cllr Frances Marshall - Chair of the PC's Highways Committee - expressed her gratitude to the Assist. Clerk for her relentless hard work in pushing ECC to progress Felsted's applications. Thanks were also expressed to County Cllr Martin Foley for his support with the various applications. It was noted that the costs incurred by ECC in implementing the various schemes are extremely high..

25/30 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on: Local Government Reform; UDC's Draft Budget; a possible further Solar Farm in Felsted to be known as Hedgehog Grove Solar Farm (see minute 25/31.10); an Update on the Local Plan and details of Stansted Airport's intention to apply for permission to increase passenger numbers from the currently permissioned 43 million to 51 million pa (see minute 25/31.9 (i)).

25/31 **Correspondence**

Members noted the Correspondence received (see page 7) including the following:

31.1 Essex Police – The PC were advised that expressions of interest have been invited from Parish Councils re jointly funding a Police Community Support Officer (PCSO). It was unanimously agreed not to express interest.

31.2 Essex Highways – The PC noted a request from ECC Highways for permission to upgrade PC owned streetlights at Watch House Farm, Watch House Green to LED. The PC unanimously agreed to grant permission for the upgrade.

31.3 Quiet Lane Signs Hollow Road / Overgrown Hedges – The PC were advised that many of the Quiet Lane Signs around the Parish are missing or obscured by overgrown hedging. This will be referred to the Highways Committee.

31.4 The Chequers – The PC were advised that complaints have been received regarding the pub's bins which are currently being left outside the front of the pub and not in the purpose made bin store. The PC understand that the bin store is broken but that it should be repaired soon so that the bins can once again be kept inside out of sight.

31.5 UDC Bungalows Burnstie Road – The PC noted that works to the UDC bungalows on Burnstie Road had completed some time ago but that various detritus had been left on the green. This has now been removed and the Clerk expressed her thanks to District Cllr John Evans for his assistance in the matter.

31.6 Bus Stop at Watch House Green – The PC were advised of a request from an elderly resident for a dropped kerb at the bus stop at Watch House Green. The PC noted that they have already submitted an application to ECC Highways for a dropped kerb in order to make the bus stop more accessible. They noted that the scheme is currently in the ECC validation process.

31.7 Ravens Crescent – The PC were advised of a report of a raised manhole cover in the middle of the pavement at Ravens Crescent. Cllr Frances Marshall / the Clerk had tried to locate it but without success. The Clerk will revisit the location.

31.8 Bury Chase – The PC noted a report of a cracked manhole cover. They were advised that the Assist. Clerk has reported it to Highways.

31.9 Stansted Airport

(i) Consultation – The PC noted a consultation by Stansted Airport re increasing passenger numbers from 43 million to 51 million passengers per annum (see minute 25/30). The consultation can be accessed at <https://backstanstedplan.co.uk/>

(ii) Express Set Down – The PC were advised that the barrierless Express Set Down is now live. They noted that the local resident discount card is well worth applying for as it reduces the cost for a 15 minute set down from £7 to £1. Applications for a discount card can be made at <https://www.stanstedairport.com/community>

31.10 Solar Farm – The PC noted early-stage proposals for a Solar Farm which replaces the previous Drapers Chase Solar Farm / Poplars Solar Farm projects. The new proposals / plans

will be available at www.hedgehoggrovesolarfarm.co.uk from the 24th February. They further noted that due to the scale of the project (expected capacity 98MW) this will be a Nationally Significant Infrastructure Project (NSIP) which will not be decided at local level but instead by Central Government. It was noted that the first phase of consultation will run from 24th February 2025 to the end of April 2025. During this period a Community Liaison Group will be set up to provide feedback that will help shape updated proposals for the statutory consultation. The PC will engage with the Community Liaison Group once set up.

31.11 Primary School – The PC noted an approach from the Primary School enquiring if any Councillors would be interested in joining their Board of Governors. This will be discussed again at the next PC meeting.

25/32 **Finance**

32.1 Payments – Members considered the list of payments on pages 8/9. Proposed by Cllr Roy Ramm, seconded by Cllr Richard Freeman the payments list was unanimously approved. It was noted that the payment list included a donation of £5940 to the Felsted Community Trust to allow it to pay for the conveyancing fees re the land for the surgery building. It is hoped that once in receipt of sufficient income the Trust may return the funds to the PC by way of matching donations.

32.2 Receipts – Members noted receipts of £82 comprising of £32 Felsted Focus Donations and a £50 donation towards the Christmas Tree.

32.3 Internal Auditor – Proposed by Cllr Roy Ramm, seconded by Cllr Madelaine O’Neill it was unanimously agreed to appoint John Watson as the PC’s Internal Auditor for the financial year 2024/25.

25/33 **Grass Cutting Contract** – Proposed by Cllr Roy Ramm, seconded by Cllr John Moore it was unanimously agreed to accept the quote of £12,200 plus vat from JCM Services for the Parish / Churchyard grass cutting contract. The contract was awarded for three years and will be indexed linked for the 2nd / 3rd years. The PC expressed their thanks to Cllrs Graham Harvey and Clive Perrins for their diligent work in obtaining / evaluating the tenders.

25/34 **UDC Green Waste Collection Service** – It was proposed by Cllr Alec Fox, seconded by Cllr Richard Freeman and unanimously agreed that the PC would continue to pay for this service at a cost of £87 per hour. The green waste skip will be at Bannister Green between 8.30am – 9.30am every Sunday morning from 2nd March until 30th November 25 inclusive.

25/35 **Woodleys Car Park**

35.1 Cars Parked in Contravention of Restriction – The PC were advised that the Clerk had contacted a company that will, if instructed, remove cars parked in contravention of parking restrictions. It was proposed by Cllr Frances Marshall, seconded by Cllr Alec Fox and unanimously agreed that Abandoned Vehicle Solutions be used in future by the PC to remove cars that are parked in excess of the 24 hour parking restriction. It was noted that prior to removal a warning notice will be fixed to the windscreen of the car. The PC agreed that clear signage warning that vehicles parked in contravention of the parking restriction will be removed will be erected in the car park.

35.2 Damage to Wall – The PC were advised that the wall in the middle of the car park has been damaged. Cllr Clive Perrins offered to repair the wall by cutting through the brickwork and erecting some wooden rails to match those at the front of the car park. It was proposed by Cllr Madelaine O’Neill, seconded by Cllr Roy Ramm and unanimously agreed to accept Cllr Clive Perrins offer. He will be reimbursed for the cost of materials and his time.

25/36 **Nature Area**

36.1 Hedging – The PC ratified the decision reached by email (see minute 25/10.2) that had been proposed by Cllr Andrew Parker, seconded by Cllr Hywel Jones and unanimously agreed to accept the quote from North End Nurseries for £1988.31 plus vat for the supply and planting of 191 metres of hedging.

36.2 Trees

(i) New – It was proposed by Cllr Roy Ramm, seconded by Cllr Richard Freeman and unanimously agreed to accept the quote from North End Nurseries for £934 plus vat for the supply and planting of 22 trees.

(ii) Existing – It was proposed by Cllr Frances Marshall, seconded by Cllr Hywel Jones and unanimously agreed to accept the quote from North End Nurseries for £925 plus vat for the

transplantation of approximately 50 trees in the Nature Area. It was agreed that the thinning out of the trees should enable them to thrive.

36.3 Damage by Contractors – The PC were advised that contractors working for the developers on Station Road had caused damage to hedging / the ground when installing a connection to the HV point on the Nature Area. This will be raised with the developers.

25/37 **Biodiversity Update**

37.1 Wildflower Meadows – The PC noted that growth is beginning on the meadows.

37.2 Mosaic Verge – The PC agreed that following a recommendation from the Biodiversity Working Group the grass verges on Braintree Road and Bannister Green will be maintained as a linear mosaic where grass is left long at the back, graduating to short mown grass by the roadside. It was noted that this will be beneficial not only to butterflies and insects but to many invertebrates.

25/38 **Street Lighting outside of Abbeyfields, Jolly Boys Lane North** – The PC were advised that installation of a new street light together with connection to a power source would cost in excess of £2000. This will be discussed by the Finance Committee.

25/39 **Social Media Policy** – The PC noted that the Assistant Clerk is undertaking training on the use of social media by councils. The policy will receive a final draft once the training has been completed.

25/40 **Causeway End**

40.1 Parking – The PC noted that following resident complaints regarding dangerous parking at the junction of Causeway End Road and Chelmsford Road (minute 25/08.2) the complaint was passed to the local PCSO. The PC were advised that the PCSO suggested that the PC consider applying for parking restrictions in that area. This will be considered by the Highways Committee. Meanwhile the Clerk will contact the PCSO and request that should further dangerous parking occur action is taken under Section 22 (Dangerous Parking) of the Road Traffic Act.

40.2 Flooding – Nothing to update.

25/41 **Station Road** – Nothing to update.

25/42 **Bury Farm Station Road Development** – The PC noted that agreement has been reached with the ICB on funding for the doctors surgery. Contractual details need to be finalised. It was agreed that the quality and quantity of work undertaken by Cllrs Roy Ramm and Richard Freeman to reach this point has been exceptional.

25/43 **Felsted Community Trust** – Nothing to update.

25/44 **Neighbourhood Plan Review** – The PC were advised that the plan should be at Regulation 14 by the end of this month. A public consultation will then be scheduled to take place in the Memorial Hall.

25/45 **VE Day 80** – The PC agreed that to mark this important anniversary the Felsted Beacon will be lit at 9.30pm on Thursday 8th May 25.

25/46 **Chairmans Matters**

46.1 Royal British Legion (RBL) – The PC were advised that the RBL have requested permission to use part of Woodley's Car Park for their 100th anniversary celebrations in June. Permission was granted.

46.2 Chelmsford Racecourse – The PC were advised that the road in front of the entrance on Moulsham Hall Lane has been flooded. They noted that the Racecourse had confirmed that they regularly clear the gullies and ditches. The PC were advised that the Racecourse believe the water to be caused by a problem with the road surface.

25/47 **Clerk's Matters**

47.1 Assets of Community Value – Following applications to UDC, The Chequers, Swan Inn and Memorial Hall have all been re listed as Assets of Community Value. The listing lasts for five years (until 28th Januray 2030).

47.2 Football Pitch – Following agreement that the Felsted Wanderers may hire the Football Pitch on Sundays for the 25/26 season it has been agreed with them that they may use the pitch on occasional Sundays to finish the 24/25 season. They will pay a hire rate of £50 per

game.

25/48

Planning Applications and Decisions

48.1 Applications to be Considered at the next Planning Meeting

UTT/25/0139/FUL - Land East And North Of Clifford Smith Drive

S73 application to vary condition 12 (provision of pedestrian link) of UTT/19/2118/OP (Outline application with all matters reserved except for access for the erection of up to 41 no. dwellings)

UTT/25/0196/FUL - Land Adjacent Greenfields Bartholomew Green

Stopping up existing access (in accordance with permission UTT/17/3439/FUL) and creation of new access to field.

48.2 Decisions Received Since Previous Council Meeting

UTT/24/2864/HHF - Holly House Gransmore Green

Continuation of use of existing residential outbuilding as incidental annexe living accommodation to host dwelling

Permission Granted - 10th January 2025

UTT/24/0604/OP - Crossways Stevens Lane

Outline application with all matters reserved for the demolition of 1 no. existing dwelling and erection of 3 no. dwellings.

Permission Granted - 13th January 2025

UTT/24/3087/HHF - Thorpes Frenches Green

Proposed demolition of existing garages and construction of new garage.

Permission Granted - 20th January 2025

UTT/24/3169/FUL - Felsted School Braintree Road

Change of use of former storage building to a gym and relocation of the primary access door.

Permission Granted - 29th January 2025

48.3 Appeal Received Since Previous Council Meeting

UTT/22/2743/FUL - Appeal Reference: APP/C1570/W/24/3343058

Land East Of Oaklea Causeway End Road

Erection of 1 no. Dwelling complete with all related works including access.

Appeal Allowed - 7th January 2025

UTT/22/3513/FUL - Appeal Reference: APP/C1570/W/24/3343021

Land East Of Chelmsford Road

A mixed-use development comprising a relocated and improved village convenience store, incorporating a Post Office, together with area for farmers market, cafe, three first floor offices with dedicated parking facilities and multi use overspill area. Together with nine dwellings comprising a 1 bedroom apartment, two 2 bedroom houses, two 3 bedroom apartments, two 4 bedroom semi detached houses, one 4 bedroom detached house, and a 5 bedroom chalet style bungalow with dedicated 2m footpath routes.

Appeal Dismissed - 14th January 2025

48.4 Appeals To Be Considered At The Next Planning Meeting

UTT/24/0687/FUL - Appeal Reference: APP/C1570/W/24/3356882

Land East Of Chelmsford Road

A mixed-use development comprising village convenience store, along with dedicated parking facilities including a multi-use parking and overspill area, together with an external area for farmers market supported by a cafe including disabled WC provision. 3no. self-contained management offices, and 3no. dwellings comprising two 2 bedroom wheelchair adaptable bungalows and one 4 bedroom wheelchair adaptable chalet bungalow with home office and a dedicated 2m footpath route.

Other Issues

49.1 Boote House – The PC noted that plaster is coming away from the top floor of the building. They agreed that this must be monitored.

49.2 Youth Representative – The PC were advised that Youth Representative Molly Bennett will be stepping down from the PC at the March meeting.

49.3 Felsted Focus – The PC were advised that the Editor of the Felsted Focus, Janice Ratcliffe is stepping down. Anyone interested in taking on the editorial role is encouraged to contact the Clerk on 07719 552174 or by email at clerk@felsted-pc.gov.uk.

There being no further business the meeting closed at 8.49pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 11th February 25 **online** at 6pm

Next Finance Committee Meeting: Wednesday 26th February 25 **online** at 3pm

Next Council Meeting: Wednesday 5th March 25 in the **URC Hall** at 6.30 pm

..... 5th March 2025
Chairman

Correspondence List – February 2025

<p>1. UDC:</p> <ul style="list-style-type: none"> a) New Year: Recycling & Waste b) Uttlesford Networking and Support Meeting - (Climate Change/Sustainability) to held by Teams on Thursday 23rd January at 6pm. (fwd. to Cllr RS 17/01/ Biodiversity WG 20/1) c) Sustainable Uttlesford Community Organisation - Expressions of Interest invited re joining in either Committee or Non-Officer role. Deadline for Expressions of Interest 1st February (circ. to Biodiversity WG 27/1) -<i>Cllr RS to join in Non Officer Role</i>
<p>2. ECC:</p> <ul style="list-style-type: none"> a) Temp. Closure of Stebbing Road, due to commence on 10th February 2025 for 4 days. The closure is required while Affinity Water undertakes a new water connection. (circ. to PC 16/01) b) Temp. Closure of Stebbing Road, due to commence on 14th April 2025 for 3 days. The closure is required while Affinity Water undertakes remedial works. (circ. to PC 16/01) c) Public Consultation on Essex Air Quality Strategy. The consultation is open until Sunday, 2 March 2025. (circ. to PC 23/1) d) Climate Action Update
<p>3. EALC:</p> <ul style="list-style-type: none"> a) Weekly News e-Bulletins b) Police, Fire and Crime e-bulletin- W/C 27th January 2025 (circ to PC 29/1)
<p>4. National Highways - Details of resurfacing works requiring closures / diversions on the A120 between Galleys Corner Roundabout and Great Notley roundabout. The works are scheduled for the nights of Monday 17 February and Wednesday 19 February 2025. (circ. to PC 27/1)</p>
<p>5. Essex Highways – Request for permission to Upgrade PC Streetlights at Watch House Farm, Watch House Green. (circ. to PC 4/2)</p>
<p>6. Essex Police</p> <ul style="list-style-type: none"> a) Expressions of Interest invited from Parish Councils interested in jointly funding a Police Community Support Officer (PCSO). b) Rural Engagement Team Weekly E-Newsletter – To receive register at: www.essex.police.uk/dispatch (circ. to PC 31/1)
<p>7. Stansted Airport - Barrierless Express Set Down now Live (circ. to PC 23/1)</p>
<p>8. Resident Letters:</p> <ul style="list-style-type: none"> a) Quiet Lane Signs Hollow Road / Overgrown Hedges – referred to Highways Committee b) The Chequers c) UDC Bungalows Burnstie Road d) Bus Stop at Watch House Green e) Pavement at Ravens Crescent f) Bury Chase – Manhole Cover
<p>9. CPRE:</p> <ul style="list-style-type: none"> a) January newsletter (circ. to PC 10/01) b) January Campaigns Update (circ. to PC 19/01)
<p>10. RCCE:</p> <ul style="list-style-type: none"> a) Essex Warbler February Edition (circ. to PC 4/2) b) Webinar "Reg 14 and Beyond" online 9th April at 7.30pm (fwd to Cllrs RR/RF 4/2) c) Membership Event at Feering starting at 7.30pm on Tuesday 25th March 2025
<p>11. Stansted Airport: Consultation on increasing passenger numbers from 30 to 51 million passengers. (circ. to PC 4/2)</p>
<p>12. Hedgehog Grove Solar Farm (circ. to PC 04/02)</p>

Unpaid List – February 2025

	Date ▼	Num ▼	Memo ▼	Open Balance ▼	Payment Ref
A & J Lighting Solutions					
	31/01/2025	38971	Replace light cover - Stebbing Road junction with Braintree Road	111.00	
	01/02/2025	39010	Annual Maintenance visit 2024-25	1,080.00	
Total A & J Lighting Solutions				1,191.00	250101
Ambershire Ltd					
	01/12/2024	8214	25ft Nordman Fir - Felsted Christmas Tree	510.00	
Total Ambershire Ltd				510.00	250102
Astragraphic Design Ltd					
	28/01/2025	628	Monthly charge for Adobe Software Creative Cloud Suite	56.48	
Total Astragraphic Design Ltd				56.48	250103
British Gas - BGL465975					
	28/01/2025	10027340	MUGA Electricity for period 28/12/24 to 28/01/25 - Account BGL465975, MPAN 1030072525215, Meter ...	29.17	
Total British Gas - BGL465975				29.17	Direct Debit
Castle Water - 2601428					
	08/01/2025	10005146773	Ac # 2601428 - Allotment water supply (Mill Road) 01/12/24 to 31/12/24 - SPID 3013582456W14 - Me...	8.57	
Total Castle Water - 2601428				8.57	Direct Debit
E A L C					
	16/01/2025	18203	Communicating with your Council 1 & 2 - M O'Neill	120.00	
Total E A L C				120.00	250104
EDF - Pavillion - A-40851E59					
	03/02/2025	0011	Pavillion Electricity - period 01/01/25 to 31/01/25 - Meter # 22S1091521 - MPAN 1012485770570	140.66	
Total EDF - Pavillion - A-40851E59				140.66	Direct Debit
Felsted Community Trust					
	05/02/2025	Donation	Donation to Felsted Community Trust for Legal conveyancing services for Land at Station Road	5,940.00	
Total Felsted Community Trust				5,940.00	250105
HM Revenue & Customs					
	05/01/2025	Jan25	PAYE/NI payment for Oct - Dec 2024	2,546.37	
Total HM Revenue & Customs				2,546.37	250106
JCM Services					
	03/02/2025	2201	Number 8 Gamets Bungalow - remove dead wood from large oak to rear of property, Number 1 The Or...	881.28	
	04/02/2025	2203	Bannister Green - remove major deadwood from T1 oak and T4 maple	1,188.00	
	03/02/2025	2200	Playing Field (?) - face back hawthorn from encroaching on planted boarders, reduce field maple ...	516.00	
	03/02/2025	2199	Number 7 - thin encroaching oak and remove deadwood, Number 6 - face back small ash tree encroac...	564.00	
Total JCM Services				3,149.28	250107

Julie Smith					
	22/01/2025	Jan25	Cleaning and Maintenance of Playing Field Toilets -	387.50	
Total Julie Smith				387.50	250108
Lee Heron					
	31/01/2025	Jan25	Unlocking car park 1 - Jan25	60.00	
Total Lee Heron				60.00	250109
North End Nurseries					
	27/01/2025	1047	Nature Area Hedging	2,385.97	
Total North End Nurseries				2,385.97	250110
Officials - Salary					
	31/01/2025	Jan25 - Salary		4,050.93	
Total Officials - Salary				4,050.93	250111, 250112, 250113
Officials - Expenses					
	31/01/2025	Jan25 - Exp	Clerk's expenses - Jan 2025- Zoom subscription, Google Suite & computer support package, month... Asst Clerk Expenses - Jan25 - mobile phone monthly contract, Mileage RFO Expenses - Jan 25 - Mileage	296.90	
Total Officials - Expenses				296.90	250111, 250112, 250113
Officials - NEST Pensions					
	31/01/2025	Jan25		93.67	
Total Officials - NEST Pensions				93.67	Direct Debit
Recorders of Uttlesford History					
	31/01/2025	2025 Membership	Membership fee for 2025	8.00	
Total Recorders of Uttlesford History				8.00	250114
S P Barnard					
	31/01/2025	Jan25	Village attendant - Jan25	987.00	
Total S P Barnard				987.00	250115
Three Mobile					
	23/01/2025	104807450016	Monthly Sim card charge for CCTV	6.26	
Total Three Mobile				6.26	Direct Debit
Vodafone					
	27/01/2025	B4-682990876	Office Phone and Broadband - Jan25	53.02	
Total Vodafone				53.02	Direct Debit
Xeinadin					
	31/01/2025	110106	Payroll administration - Mar24 to Jan25	420.00	
Total Xeinadin				420.00	250116
TOTAL				22,440.78	